



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.1.2400	Subject: SECURITY THREAT GROUP AND STREET GANG IDENTIFICATION AND MANAGEMENT	
Reference: DOC 3.1.24; 46-18-101, MCA		Page 1 of 5, plus attachment
Effective Date: 11/07/12		Revision Dates: 02/15/13
Signature / Title: /s/ Pam Bunke, ACCD Administrator		

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division maintains a zero tolerance for any security threat group activities within its facilities or street gang-related activities that are criminal activities or are a violation of the conditions of supervision.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Program/Facility – The Division includes the Adult Interstate Bureau, Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and the Probation and Parole Bureau which provides the following programs: Day Reporting Program (DRP), Intensive Supervision Program (ISP), and Enhanced Supervision Program (ESP). Contract facilities include Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

ACCD STG Coordinator – An individual appointed by the ACCD Administrator to oversee the ACCD STG/street gang effort and work in conjunction with the Department STG Manager.

Associate – An offender who has accrued a minimum of five and less than ten validation points of validation criteria and maintains ties with a security threat group.

Contact Staff – Department and ACCD contract facility staff who have frequent offender contact as a normal job function including, but not limited to, administrators, drill instructors, case managers, investigators, teachers, work supervisors, probation and parole officers, probation officer technicians, mental health and health care providers and staff, and staff working in offices where offenders may be assigned full-time work.

Department – The Montana Department of Corrections.

Department STG Manager – The individual(s) designated to coordinate STG information and validate STG members on behalf of the entire Department.

Facility STG Coordinator – An individual located at an ACCD facility designated to provide STG activity information to the RIL, disseminate information to staff, and provide updates as needed.

MATIC-Montana All Threat Intelligence Center – Multi-agency entity operating through the Montana Department of Justice that collects, stores, and analyzes crime information and disseminates that information to first responders, law enforcement leaders and government officials.

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OMIS-Offender Management Information System – The Department’s electronic data collection and reporting system.

RIL-Probation & Parole Regional Intelligence Liaison – An individual appointed by the Regional Administrator to track street gang activity within a specific region/city and is the liaison to MATIC.

STG-Security Threat Group – A group within a secure facility consisting of three or more individuals with a common interest, bond, or activity typically characterized by criminal or delinquent conduct.

Street Gang Activity – Offender behavior including, but not limited to, gang recruitment, promoting or engaging in disruptive group behavior (i.e., distributing controlled substances, threatening or inflicting bodily injury on another person) or maintaining gang paraphernalia/graffiti.

STG Member – An offender identified and validated as a member of an STG by having accumulated ten or more points in validation criteria.

Street Gang Paraphernalia/Graffiti – Any material or document evidencing street gang affiliation or activity, e.g., rosters, constitutions, structures, codes, pictures, training material, clothing, or communications (including gang signs).

Street Gang – Any organization, association, or group of three or more persons within the community, whether formal or informal, which has continuity of purpose, seeks a group identity, and has members who individually or collectively engage in or have engaged in a pattern of criminal activity.

Validation – A process by which an STG member or associate is officially recognized through accumulation of validation points by completion and signature of the STG Validation Worksheet by the Department STG Manager.

III. PROCEDURES:

A. STG/Street Gang Activity Questionnaire

1. If not completed previously, *ACCD 3.1.2400(A) STG/Street Gang Activity Questionnaire* will be completed while interviewing an offender during one of the following:
 - a. Completion of *P&P 30-1(B) Pre-Sentence Investigation (PSI)* prior to sentencing (*Questionnaire* is not made part of the PSI unless the crime is related to gang activity)
 - i. completed *Questionnaire* is forwarded to appropriate RIL;
 - ii. if offender is new to Department, RIL will make OMIS STG chronological entry noting completion of *Questionnaire* once offender’s field file is created and ensure a copy of the *Questionnaire* is placed in the file;
 - iii. if offender has current field files, PSI writer makes OMIS STG chronological entry noting completion of *Questionnaire* and places copy of *Questionnaire* in file.
 - or
 - b. Completion of *P&P 30-1(F) Post-Sentence Investigation (Questionnaire* is not made part of the Post-PSI unless the crime is related to gang activity)
 - i. if offender is new to Department, contact RIL to determine if *Questionnaire* was previously completed;

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- ii. if not, complete *Questionnaire* and forward to appropriate RIL, make OMIS STG chronological entry noting completion of form, and place copy of *Questionnaire* in offender's field file.
- or
- c. Sign-up to probation or conditional release supervision
 - i. if offender is new to Department, contact RIL to determine if *Questionnaire* was previously completed;
 - ii. if not, complete *Questionnaire* and forward to appropriate RIL, make OMIS STG chronological entry noting completion of form, and place copy of *Questionnaire* in offender's field file.
- or
- d. In-take/orientation process at an ACCD facility
 - i. if offender is new to Department, contact RIL to determine if *Questionnaire* was previously completed;
 - ii. if not, complete *Questionnaire* and forward to appropriate RIL, placing copy in offender's field file;
 - iii. RIL will make OMIS STG chronological entry noting completion of *Questionnaire*.
- 2. The RIL will review the information from the *Questionnaire* and make a preliminary determination as to whether:
 - a. a second interview with the offender is necessary; and/or
 - b. documentation of activity using an OMIS STG chronological entry is necessary; and/or
 - c. *DOC 3.1.24 (Attachment) RD STG Validation Worksheet* needs to be completed and forwarded to the ACCD STG Coordinator.
- 3. RIL will notify local law enforcement and MATIC of offender's gang-related activity and/or affiliation.

B. Offenders in ACCD Program/Facility

If any contact staff has reason to believe that an offender under probation and parole supervision or in an ACCD facility has become involved in street gang/STG activity, or becomes aware of gang-related activity or paraphernalia/graffiti, it must be reported to the RIL.

- 1. Supervising Probation & Parole (P&P) Officer will make OMIS STG chronological entry.
- 2. RIL will make OMIS STG chronological entry on behalf of Facility STG Coordinators.
- 3. RIL will make determination as to whether the offender will be interviewed and *ACCD 3.1.2400(A) STG/Street Gang Activity Questionnaire* is completed, if not done previously. If completed, copy of *Questionnaire* will be placed in offender's field file and OMIS STG chronological entry is made noting completion of form.
- 4. RIL will notify local law enforcement and MATIC of offender's gang-related activity and/or affiliation.

C. Information/Movement Flow

Contact staff, upon becoming aware of gang-related activity or paraphernalia/graffiti, will be responsible to report the information to the appropriate persons as noted below:

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1. ACCD Facilities:
 - a. Facility staff notifies the Facility STG Coordinator.
 - b. Facility STG Coordinator:
 - i. During in-take/orientation process, interviews offender and completes *ACCD 3.1.2400(A) STG/Street Gang Activity Questionnaire* if not done previously. If *Questionnaire* is completed, forwards to RIL;
 - ii. Notifies RIL of STG-related activity/paraphernalia/graffiti in facility; and
 - iii. Notifies RIL of STG-validated offender movement out of facility.
2. Adult Interstate Bureau (Interstate) notifies supervising P&P Officer of any interstate offender who has STG validation or street gang-related activity or affiliation noted in history.
3. P&P Officer:
 - a. Completes *ACCD 3.1.2400(A) Street Gang Activity Questionnaire* during interview of offender for pre-sentence investigation, post-sentence investigation, or supervision sign-up and forwards *Questionnaire* to RIL;
 - b. Notifies RIL of any interstate STG-validated or street gang-affiliated offender;
 - c. Notifies appropriate RIL of movement of any STG-validated offender under his/her supervision;
 - d. Reports any offender gang-related activity/paraphernalia/graffiti to RIL; and
 - e. Makes OMIS STG chronological entry on gang-related activity in offender's record.
4. Prison IPPO notifies appropriate RIL of release of STG-validated offender into the region, including movement to any ACCD facility within the region.
5. RIL-Regional Intelligence Liaison:
 - a. Collects and analyzes *ACCD 3.1.2400(A) Street Gang Activity Questionnaire*;
 - b. Interviews offender suspected of street gang affiliation and completes *Questionnaire* when necessary;
 - c. Determines if *DOC 3.1.24(Attachment) RD STG Validation Worksheet* needs to be completed and forwarded to ACCD STG Coordinator;
 - d. Notifies ACCD STG Coordinator of STG-validated offender release from or return to prison;
 - e. Notifies supervising P&P Officer of STG-validated offender being released from prison to P&P;
 - f. Notifies Facility STG Coordinators, IPPOs, P&P Officers, and/or Interstate of movement of STG-validated offender;
 - g. Notifies local law enforcement and MATIC of noted street gang activity/paraphernalia/graffiti and STG-validated offenders in the community;
 - h. Ensures OMIS STG chronological entries are made noting completion of *Questionnaire* and noting reported gang-related activity from ACCD facilities and P&P Officers; and
 - i. Coordinates with ACCD STG Coordinator.
6. ACCD STG Coordinator:
 - a. Oversees ACCD's STG/street gang effort;
 - b. Completes and/or forwards completed *DOC 3.1.24(Attachment) RD STG Validation Worksheets* to DOC STG Manager;
 - c. Coordinates with DOC STG Manager; and
 - d. Notifies DOC STG Manager of movement of STG-validated offenders into prison.

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D. Training/Meetings

All contact staff will receive documented STG training to include, at a minimum, identification and management of STG members and associates.

The RILs will receive advanced STG training when available, as well as the Intelligence Liaison Officer (ILO) Training provided by MATIC, and is expected to attend Department STG meetings.

The ACCD STG Coordinator will also receive advanced STG training when available and is expected to attend Department STG meetings.

IV. CLOSING:

Questions regarding this procedure should be directed to the ACCD STG Coordinator or P&P Regional Intelligence Liaison.

Form

ACCD 3.1.2400 (A) STG/Street Gang Activity Questionnaire
 DOC 3.1.24 (Attachment) **RD** STG Validation Worksheet

STG/GA FLOW CHART

